

The Journal for Weavers, Spinners & Dyers

Submission Guidelines

The *Journal* welcomes contributions from anyone involved with the crafts of weaving, spinning and dyeing.

It aims to provide:

- an interesting and informative magazine for those involved in the crafts
- an opportunity for the exchange of ideas
- instructive articles to encourage wider experimentation.

We welcome feature articles, exhibition and book reviews as well as contributions for News Update and Guild Highlights.

Please note that the *Journal* is produced by a committee of volunteers and run on a very limited budget. Therefore it is unable to pay writers for their contributions, other than to give them a free copy of the issue in which their contribution appears.

It is helpful if communication is mainly by email and that copy is submitted in an electronic form. Word is generally the most convenient format but we can convert other formats. If it is not possible to send an electronic copy, hard copy must be print ready so that it can be scanned.

Submissions should be sent to the relevant editor:

Features – features@thejournalforwsd.org.uk

Exhibition reviews and Diary entries - diary@thejournalforwsd.org.uk

Book reviews bookreviews@thejournalforwsd.org.uk

News Update - news@thejournalforwsd.org.uk

Guild Highlights - highlights@thejournalforwsd.org.uk

Letters - sec@thejournalforwsd.org.uk

(See a recent *Journal* for names and postal addresses)

Deadlines

The deadlines for submissions other than feature articles and letters are:

15 November for the Spring Issue (published late February)

15 February for the Summer Issue (published late May)

15 May for the Autumn Issue (published late August)

15 August for the Winter Issue (published late November)

We try to fit in letters up to six weeks after these deadlines but please send them as soon as possible.

In the case of feature articles and reviews we recommend that you contact the relevant editor before submitting the piece. The Features Editor will advise you when the article should be submitted.

The deadlines apply to the complete article with photographs, captions, bibliography etc.

Pictures speak louder than words!

Good images can make all the difference. Digital images should be a minimum of 300dpi, saved as tiffs or jpps, at the final print size. **This means that an image will need to be around 2000kB**, if it is to occupy about a third of a page, so please use the highest setting on your camera. Our designer will prepare images for print so there is no need to edit your picture using photo-editing software. We also accept prints or transparencies (not negatives), which we will return at the owners risk.

When submitting photos, please provide a list of captions. We do not normally use numbers for diagrams or photos but please feel free to insert numbers in the text when you want to refer to a photograph. Please send the photographs and text as separate documents. Because of the size of the photographs they should be sent on disc. You may find it convenient to send lower resolution photographs by email and wait until the article is accepted before sending the disc.

Style points

The text should not be justified. Please do not indent paragraphs or leave a double space after a full stop. Also do not capitalise headings. A bibliography and list of suppliers should be included whenever possible.

Copyright

All sources quoted must be acknowledged. It is the writer's responsibility to ensure that permission has been given by the author/publisher to use such materials including photographs and drawings. Please see Annex A for details on how to present references.

The copyright of the article remains with the author.

Biography

Authors of feature articles are invited to provide a short biography (max 50 words) including any relevant websites for inclusion at the end of the article.

Length of articles

As a general rule, a length of 1,000 - 2,000 words is more than adequate for feature articles; for book reviews between 250 and 350 words and for exhibition reviews about 400 words are desirable.

The *Journal's* policy is to edit with a light touch. If an article requires more serious revision, permission is sought from the author before changes are made.

The *Journal* cannot guarantee to publish any article submitted or to publish an accepted article in a particular issue of the *Journal*.

Annex

The *Journal* uses an 'Author-Date' system of references. If you cite another person's work in your article then you need to make sure that you (a) indicate in the text when you are referring to the work and (b) include full details of their book or article in a bibliography.

(a) In the Text

When referring to the work or arguments of an author you need to state the **author's name** and the **date of publication**, for example:

Moorman (1975) does not believe that a weaver's knowledge of theory will determine the success of her designs.

It has been suggested that the success of a weaver's designs does not depend on her theoretical knowledge (Moorman 1975).

If there are two authors then both names should be given:

Sutton and Sheehan (1989)

If there are three or more authors then only the first name is given, followed by 'et al.':

Sutton et al. (1981)

In addition to this, if you use a direct quotation from an author, then you need to give a **page number**:

Although most weavers begin by learning to do plain weave, it has been observed that this is '...one of the most difficult of all fabrics to weave well by hand' (Sutton 1982, p. 23).

(b) In the bibliography

All the references used should be listed alphabetically by author. Note that in the bibliography the names of *all* the authors should be given. The same basic information – **author, date, title** and **publisher** – is required no matter what kind of material you are citing, but the following are some common examples laid out in the most suitable format for that type of reference.

Books Author (date) *Title in italics: with full subtitle*, Place of publication: Publisher.

Example: Sutton, Ann (1982) *The Structure of Weaving*, London: Hutchinson.

Edited books Editor, ed. (date) *Title in italics: with full subtitle*, Place of publication: Publisher.

Example: Baird, Catriona and Watban, Rose, eds. (2007) *The Cutting Edge: Scotland's Contemporary Crafts*, Edinburgh: National Museums Scotland.

Chapters in Edited books Author (date) 'Title of Chapter' in Editors, *Title of collection in italics*, Place of publication: Publisher.

Example: Swann, Philippa (2007) 'A Perspective on Scottish Contemporary Crafts' in Baird, C and Watban, R (eds.) *The Cutting Edge: Scotland's Contemporary Crafts*, Edinburgh: National Museums Scotland.

**Articles in
Magazines
and Journals** Author (date) 'Title of article', *Journal title in italics*, Volume and number: page numbers.

Example: Conway, Val (2008) 'A Handspun Treasure', *The Journal of Weavers, Spinners and Dyers*, 228 pp. 7 – 8.

**Internet
references** Author/Editor (date) *Title in italics*, Publisher (if ascertainable), the website address in the format <http://internet address/remote path> [Date accessed in square brackets]

Example: Lee, Elizabeth (2009) *Woven Shibori on a Rigid-Heddle Loom*, Warp Thread Media, <http://weavezine.com/content/woven-shibori-rigid-heddle-loom> [accessed 30 June 2009].